



# SURE

**INSURANCE FOR SURVEYORS AND ESTATE AGENTS**

## **ProSurance™ SURE Application Form**

This is an application for a Errors and Omissions package policy created specifically for property professionals. As well as Errors and Omissions insurance the policy includes pollution liability, breach of contract, intellectual property rights infringement, Commercial General Liability and property. Limits are available up to \$10,000,000 and worldwide cover is provided as standard. Simply complete the form and return it to your insurance agent.



ABEX Affiliated Brokers Exchange Inc.  
139 Northfield Dr. W., Suite 206  
Waterloo, ON N2L 5A6  
(p) 519-880-0044 (f) 855-821-7060  
quotes@abexinsurance.com  
www.abexinsurance.com



CFC Underwriting Limited  
85 Gracechurch Street  
London EC3V 0AA  
United Kingdom  
T: +44 (0) 207 220 8500  
F: +44 (0) 207 220 8501  
E: enquiries@cfcunderwriting.com  
W: www.cfcunderwriting.com

# SURE

## INSURANCE FOR SURVEYORS AND ESTATE AGENTS

### APPLICATION FORM

#### INTRODUCTION

The purpose of this application form is for us to find out who you are and to obtain information relevant to the cover provided by the ProSurance™ SURE policy. Completion of this application form does not oblige either party to enter into a contract of insurance. Insurance is a contract of utmost good faith. This means that the information you provide in this application form must be complete, accurate and not misleading. It also means that you must tell us about all facts and matters which may be relevant to our consideration of your application for insurance. Any failure by you in this regard may entitle us to treat this insurance as if it never existed. If a contract of insurance is agreed between you and us this application form will form the basis of the contract.

Important: Insuring Clauses 1 and 4 (Section A only) of this Policy provide cover on a claims made and reported basis. Under these Insuring Clauses a claim must be first made against the Insured and notified to us during the period of the policy to be covered. These Insuring Clauses do not cover any claim arising out of any actual or alleged wrongful act occurring before the retroactive date.

#### HOW TO COMPLETE THIS FORM

Whoever fills out the form must be a principal, partner or director of the applicant firm and should make all the necessary enquiries of their fellow principals, partners, directors and employees to enable all the questions to be answered. If you require any extra room to complete the answers to questions contained within this application form please continue your response in the Additional Information section at the back of the form. Once you have completed the form please return directly to your insurance broker.

### SECTION 1: COMPANY DETAILS

Broker code:

- 1.1 Please state the name and address of the principal Company for whom this insurance is required. Cover is also provided for the subsidiaries of the principal Company, but only if you include the data from all of these subsidiaries in your answers to all of the questions in this form:

|                  |                |
|------------------|----------------|
| Insured Company: |                |
| _____            |                |
| Contact name:    |                |
| _____            |                |
| Address:         |                |
| _____            |                |
| _____            |                |
| Postal code:     | Email Address: |
| _____            | _____          |
| Telephone:       | Website:       |
| _____            | _____          |

- 1.2 Please state when your company was established:

DD / MM / YY

- 1.3 a) How many principals / partners / directors are there in the Company?

- b) Please show the details of all principals / partners / directors:

| Name  | Years in position | Years experience | Qualifications |
|-------|-------------------|------------------|----------------|
| _____ | _____             | _____            | _____          |
| _____ | _____             | _____            | _____          |
| _____ | _____             | _____            | _____          |
| _____ | _____             | _____            | _____          |

c) Please state the number of employees:

Professional:

Other:

1.4 Please state your fees received in respect of the following years:

|                          | Last complete financial year | Estimate for current financial year | Estimate for next financial year |
|--------------------------|------------------------------|-------------------------------------|----------------------------------|
| Domestic revenue:        | _____                        | _____                               | _____                            |
| USA revenue:             | _____                        | _____                               | _____                            |
| Other territory revenue: | _____                        | _____                               | _____                            |
| Total revenue:           | _____                        | _____                               | _____                            |
| Profit / (Loss):         | _____                        | _____                               | _____                            |

Date of company financial year end:

DD / MM / YY

Currency:

## SECTION 2: ACTIVITIES

2.1 Please briefly describe below the nature of your business activities.

*If you have a brochure, or company literature, please attach to this form.*

2.2 Please provide a full breakdown of your total revenue by activity.

*The total of all activities listed here should equal 100%.*

|  |                        |  |                        |
|--|------------------------|--|------------------------|
| Commercial property management:          | <input type="text"/> % | Residential property management:         | <input type="text"/> % |
| Commercial estate agent:                 | <input type="text"/> % | Residential estate agent:                | <input type="text"/> % |
| Letting agent:                           | <input type="text"/> % | Foreclosure agent:                       | <input type="text"/> % |
| Title agent:                             | <input type="text"/> % | Quantity surveyor:                       | <input type="text"/> % |
| Planning supervisor:                     | <input type="text"/> % | Land and property (excluding valuation): | <input type="text"/> % |
| Conveyancer:                             | <input type="text"/> % | Land broker:                             | <input type="text"/> % |
| Mortgage broker:                         | <input type="text"/> % | Mortgage banker:                         | <input type="text"/> % |
| Lease broker:                            | <input type="text"/> % | Business broker:                         | <input type="text"/> % |
| Residential mortgage survey & valuation: | <input type="text"/> % | Commercial mortgage survey & valuation:  | <input type="text"/> % |
| Home condition report:                   | <input type="text"/> % | Other valuation work:                    | <input type="text"/> % |
| Auctioneer (livestock):                  | <input type="text"/> % | Auctioneer (other):                      | <input type="text"/> % |
| Town planning:                           | <input type="text"/> % | Expert witness:                          | <input type="text"/> % |
| Asbestos surveyor:                       | <input type="text"/> % |  |                        |

2.3 Please state the largest and the average value of properties that you manage, value, lease or sell for each of the past three years:

| Year: | Largest value: | Average value: |
|-------|----------------|----------------|
| _____ | _____          | _____          |
| _____ | _____          | _____          |
| _____ | _____          | _____          |

2.4 Do you belong to any association related to these activities?  Yes  No  
If 'yes', please list these associations below:

|       |
|-------|
| _____ |
| _____ |
| _____ |

2.5 Approximately how many customers do you have?

2.6 Is any legislation currently in force governing your activities?  Yes  No  
If 'yes', please provide details below:

|       |
|-------|
| _____ |
| _____ |
| _____ |

2.7 In the event that your product or service failed or delivery was delayed please describe the worst case scenario. Consider the potential for loss of life, injury to people, damage to buildings or other tangible property, or financial loss (consequential or otherwise) for your clients:

|       |
|-------|
| _____ |
| _____ |
| _____ |

*Only complete question 2.8 if you also require a quote for Commercial General Liability.*

2.8 Please state the following:

a) Your total estimated payroll for the next financial year:

b) Your payroll relating to non-manual work away from your premises (such as consulting or similar):   
Please detail the nature of this work below:

|       |
|-------|
| _____ |
| _____ |
| _____ |

c) Your payroll relating to manual work away from your premises:   
Please detail the nature of this work below:

|       |
|-------|
| _____ |
| _____ |
| _____ |



## SECTION 4: COMMERCIAL PROPERTY AND BUSINESS INTERRUPTION INSURANCE

Only complete this section if you require this cover.

4.1 Please state the address of the premises to be insured (if different from the address given earlier):

|            |              |
|------------|--------------|
| PREMISES 1 |              |
| Address:   |              |
|            |              |
|            | Postal code: |
| PREMISES 2 |              |
| Address:   |              |
|            |              |
|            | Postal code: |

Please continue on a separate sheet if more than 2 premises are to be insured.

4.2 Please detail below any other party (such as a bank or building society) whose financial interest in the premises should be noted on the policy.

|                    |              |
|--------------------|--------------|
| Name of party:     |              |
| Interest of party: |              |
| Address:           |              |
|                    | Postal code: |

4.3 Are all of the premises:

- a) Constructed with external walls of brick, stone or concrete and roofed with slate, tiles, concrete, metal, asbestos or any other non-combustible material?  Yes  No
- b) Free from cracks or other signs of damage that may be due to subsidence, landslip or heave and have not previously suffered damage by any of these causes?  Yes  No
- c) In an area free from flooding and not near the vicinity of any rivers, streams or tidal waters?  Yes  No
- d) In a good state of repair and occupied solely as offices?  Yes  No
- e) Self contained with a lockable entrance door?  Yes  No
- f) Protected by an intruder alarm that is subject to an annual maintenance contract?  Yes  No

*NOTE: We may refuse to pay a claim if all of the devices for the security of your premises (including locks and the intruder alarm) are not put into full and effective operation whenever the premises are closed for business or left unattended.*

- g) Heated by a conventional electric, gas, oil or solid fuel heating system?  Yes  No
- h) Fitted with electrical installations which are inspected at least every 5 years by a qualified electrician and any defect remedied?  Yes  No
- i) Lifts, boilers, steam and pressure vessels inspected and approved to comply with all of the statutory requirements?  Yes  No
- j) Sprinklered, either fully or partially?  Yes  No

*NOTE: Assuming you have answered 'yes' to questions h) and i) above, it is important to keep records of all relevant inspections as we may ask for evidence of these before paying a claim.*

If you have answered 'no' to any of the above questions then please give further details:

|  |  |
|--|--|
|  |  |
|--|--|

4.4 Please detail the amounts to be insured below for each premises.

*NOTE: The amounts insured you state below should be the full rebuilding or replacement cost in each of the categories. If you understate these amounts you will be under-insuring and we may not pay the full amount of your claim. It is therefore essential that these amounts are as close to the true values of the insured items as possible.*

| ITEM   | AMOUNT INSURED PREMISES 1 | AMOUNT INSURED PREMISES 2 |
|--|---------------------------|---------------------------|
| Main Building:   | _____                     | _____                     |
| Landlord's fixtures & fittings and tenant improvements:                      | _____                     | _____                     |
| Personal computers, printers and ancillary computer equipment at the office: | _____                     | _____                     |
| All other items at the office:   | _____                     | _____                     |
| Portable computers and associated equipment at home / away from the office:  | _____                     | _____                     |
| All other items at home / away from the office:                              | _____                     | _____                     |

4.5 Please state, in respect of portable computers and associated equipment at home / away from the office, the maximum value of any one item (not the total value of all items):

4.6 Would you like a quotation for either of the following extensions? Earthquake  Yes  No  
Flood  Yes  No

4.7 Please detail the amounts to be insured below for Business Interruption cover. Note that the maximum indemnity period available is 12 months. You should bear in mind how long it will take you to re-commence trading at another premises when stating the amount insured and indemnity period.

We provide our Business Interruption cover on a 'Flexible First Loss' basis – please specify a total amount insured for Business Interruption cover. This amount applies regardless of whether your business interruption loss is loss of income, extra expense, loss of research and development expenditure, project delay costs or accounts receivable. This often enables a smaller total amount insured to be specified and therefore often results in a cheaper premium.

| ITEM   | AMOUNT INSURED | INDEMNITY PERIOD |
|--|----------------|------------------|
| Business Interruption cover (Flexible First Loss): | _____          | _____            |

## SECTION 5: CLAIMS EXPERIENCE & INSURANCE HISTORY

5.1 Please provide details of your current Errors and Omissions insurance, if applicable, and what you require for the next year of insurance:

|           | Retroactive date | Effective date | Limit | Deductible | Premium | Insurer |
|-----------|------------------|----------------|-------|------------|---------|---------|
| Current:  | MM / YY          | MM / YY        |       |            |         |         |
| Required: | MM / YY          | MM / YY        |       |            | N/A     | N/A     |

5.2 Please provide details of your current Commercial General Liability insurance, if applicable, and what you require for the next year of insurance:

|           | Effective date | Limit | Deductible | Premium | Insurer |
|-----------|----------------|-------|------------|---------|---------|
| Current:  | MM / YY        |       |            |         |         |
| Required: | MM / YY        |       |            | N/A     | N/A     |

5.3 Regarding all of the types of insurance to which this application form relates, AFTER ENQUIRY:

- are you aware of any loss or damage, whether insured or not, that has occurred to any of the Companies to be insured (or to any existing or previous business of the partners or directors of any of the Companies to be insured) within the last 5 years, or
- are you aware of any circumstances which may give rise to a claim against any of the Companies to be insured or any partners or directors thereof, or
- have any claims or cease and desist orders been made against any of the Companies to be insured, or partners or directors thereof, or
- have any partners or directors of the Companies to be insured been found guilty of any criminal, dishonest or fraudulent activity or been investigated by any regulatory body?

With reference to questions a, b, c and d above:  Yes  No

If the answer to the above is 'yes', then please attach full details including an explanation of the background of events, the maximum amount involved / claimed, the status of the claim(s) or circumstance(s) and any reserve(s) or payment(s) made by you and / or by Insurers, and the dates of all developments and payments.

## SECTION 6: DECLARATION

- I declare that after proper enquiry the statements and particulars given above are true and that I have not mis-stated or suppressed any material fact.
- I agree that this application form, together with any other material information supplied by me shall form the basis of any contract of insurance effected thereon.
- I undertake to inform Underwriters of any material alteration to these facts occurring before the completion of the contract.

|   |                    |
|---|--------------------|
| Insured's signature (only required if binding): | Full name:         |
| _____   | _____              |
| Position held:                                  | Date: DD / MM / YY |
| _____   | _____              |



ADDITIONAL INFORMATION:

\*

\* If clicking on **Submit Application** button above doesn't bring up a new email with this application attached to it, please try using Internet Explorer or email the application to [quotes@abexinsurance.com](mailto:quotes@abexinsurance.com) or fax it to 855-821-7060.

# SURE



## INSURANCE FOR SURVEYORS AND ESTATE AGENTS



ABEX Affiliated Brokers Exchange Inc.  
139 Northfield Dr. W., Suite 206  
Waterloo, ON N2L 5A6  
(p) 519-880-0044 (f) 855-821-7060  
[quotes@abexinsurance.com](mailto:quotes@abexinsurance.com)  
[www.abexinsurance.com](http://www.abexinsurance.com)



CFC Underwriting Limited  
85 Gracechurch Street  
London EC3V 0AA  
United Kingdom  
T: +44 (0) 207 220 8500  
F: +44 (0) 207 220 8501  
E: [enquiries@cfcunderwriting.com](mailto:enquiries@cfcunderwriting.com)  
W: [www.cfunderwriting.com](http://www.cfunderwriting.com)